

CVRI Studentship Guidelines

Contents

I.	Title of award	2
II.	Overview.....	2
III.	Eligibility Requirements.....	2
IV.	Award Funding	2
V.	Supervision	3
VI.	Application.....	3
VII.	Institutional Sponsorship.....	4
VIII.	Review Process.....	4
IX.	Competition Results	5
X.	Funding Implementation	5
XI.	Time commitment / Leaves of Absence	5
XII.	Reporting	5
XIII.	Communication and acknowledgements	6
XIV.	Award Termination	6
XV.	Contact information	6

I. Title of award

CVRI - Cote Biomedical Research Studentship

II. Overview

Graduate students pursuing a Masters or PhD degree or medical residents in a cardiovascular-related research field may apply for this studentship. The award provides stipend support for 1 year. Students may receive this award once during their program of study. Primary funding criteria is scientific merit and relevance to building knowledge, innovation or advancing clinical practice that ultimately may reduce the burden of cardiovascular disease.

III. Eligibility Requirements

All applicants, their supervisor and any co-supervisor(s) must be members of the CVRI.

Applicants must be:

- actively working on the proposed research
- registered in a full-time, thesis-based, graduate program (Masters or PhD) in a health-related discipline or a medical residency at the University of Alberta at the time of application.

Supervisors may submit only one application per competition as primary supervisor; no more than one student will be supported simultaneously for any faculty member as either a supervisor or co-supervisor.

Restrictions

Masters students beyond their 2nd year and PhD students beyond their 5th year at the time of the application deadline (excluding official leaves of absence) are not eligible to apply.

Unsuccessful applicants may apply a maximum of two additional times for the CVRI - Cote Biomedical Research Studentship (i.e., a total of three applications will be considered for any given applicant).

IV. Award Funding

Funding for the CVRI - Cote Biomedical Research Studentship is generously provided through the Kenneth and Reta Cote and Joyce Cote Biomedical Research Endowment.

The value of the award is \$20,000 for one year and paid as a bursary. Disbursement is provided monthly based on University and Research Administration Services (RAS) policies and procedures.

The CVRI - Cote Biomedical Research Studentship may be held for a maximum of 12 months.

Should the awardee defend their thesis and complete their program during the award period, the awardee and/or their supervisor must inform the CVRI. This award will be terminated on the last day of the month in which the defense examination occurs.

External/other funding

Awardees may not hold another stipend award at the same time as a full CVRI - Cote Biomedical Research Studentship. However, students are encouraged to apply for alternate funding and should alternate funding be secured, the awardee is required to accept it. Incentive or top-up funding through the CVRI - Cote Biomedical Research Studentship may be available as follow:

Incentive funding provides awardees holding another (external or internal) graduate stipend of equal or greater value than the CVRI - Cote Biomedical Research Studentship with a yearly salary incentive of \$3,000.

Top-up funding provides awardees holding another (external or internal) graduate stipend below the value of the CVRI - Cote Biomedical Research Studentship with funding that brings them in line with their current funding through the CVRI - Cote Biomedical Research Studentship.

The awardee and/or their supervisor are required to notify the CVRI within 30 days of receiving notification of the alternate award and provide formal evidence of the award to verify top-up or incentive eligibility.

Awardees who receive external funding and are approved for incentive or top-up funding are still expected to acknowledge the CVRI and the Kenneth and Reta Cote and Joyce Cote Biomedical Research Endowment as per the Communications and Acknowledgements section below, and continue including the receipt of the CVRI - Cote Biomedical Research Studentship as one of their academic achievements.

V. Supervision

The supervisor sponsoring the applicant must have a record of productive research and sufficient resources to ensure the proposed project is adequately supported.

Awardees are required to complete the proposed research for the duration of the award under the supervisor sponsoring the application. A change in supervisor will only be considered under special circumstances and will be assessed on a case-by-case basis.

VI. Application

The CVRI is committed to supporting the highest standards of research and scholarship practice as per the University of Alberta's [Research and Scholarship Integrity Policy](#) and associated procedures. By submitting a signed application, the applicant and supervisor are affirming that the information provided in the submitted documents is accurate and adheres to University of Alberta research policies and procedures.

Applicants are required to submit the following information using the [CVRI Studentship Submission form](#):

1. Application form (personal information, supervisor/co-supervisor names, academic program and achievements, relevant work experience, publications & conference presentations, research project, lay summary, alignment with funding requirements, reference letters)
2. CV
3. Supervisor and Co-Supervisor (if applicable) CIHR Biosketches
4. Unofficial transcripts

VII. Institutional Sponsorship

All successful applications must be institutionally sponsored to confirm eligibility of the applicant, appropriate institutional support is in place to achieve the proposed/funded research and ensure the application is consistent with UAPPOL policies and procedures and meets research scholarship and practice requirements. Please refer to the [Meaning of Signatures](#) for details on sponsorship responsibilities.

Institutional sponsors will be notified and the applicable approvals sought for successful applications only. Note, institutional signatures are not required at the application stage. The CVRI will initiate the approval process by entering the successful application and notices of award into the Research Administration Services Researcher Homepage on behalf of the awardees and their supervisors.

Please be advised, the CVRI will have access to view all the PIs funded projects through the Researcher's Homepage.

VIII. Review Process

The CVRI leverages the broad scope and expertise of its members to form appropriate review committees for each competition. Reviewers are selected to be representative of the application demographic for the competition. Any real or perceived conflict of interest excludes a member from participating in the review process for any given competition.

Review Criteria and Scoring

Applications will be assessed based on the following criteria:

1. Proposed project plan
2. Academic record
 - a. GPA
 - b. Research outputs and publications
3. Letters of reference (supervisor plus the option of adding one other)
4. Supervisor's research record and training environment

IX. Competition Results

Successful applicant(s) will be posted on the CVRI website and a formal notice of award will be emailed to the successful applicant(s), their supervisor and institutional sponsors will be notified directly through the RAS online processes.

Competition feedback will be provided to all applicants within two weeks of the competition results being posted.

X. Funding Implementation

The CVRI - Cote Biomedical Research Studentship must be implemented within the time frame indicated in the notice of award. Any offers of award not accepted with the acceptance period will be withdrawn and the offer of award voided.

XI. Time commitment / Leaves of Absence

The awardee must be engaged in full-time research under the direction of the sponsoring supervisor for the duration of the award. This studentship is an award/bursary therefore vacation time or vacation pay are not accrued. Any time off during the term of the award must be arranged between the student and the supervisor.

Leave of absence

If an awardee requires a leave of absence (as per the [Regulations of the Faculty of Graduate Studies](#)) during the term of the award, a deferral of the CVRI - Cote Biomedical Research Studentship may be requested.

The leave of absence must be reported to the CVRI by the awardee and/or their supervision by providing a copy of their approved *Application for Leave of Absence* form to the CVRI (form only without any supporting documentation). The CVRI will assess any requests on a case-by-case basis and reserves the right to terminate the studentship if the appropriate approvals are not in place.

To reinstate the CVRI - Cote Biomedical Research Studentship after an approved leave, the awardee must notify the CVRI of their intent to return to their studies and the proposed research project no less than 6 weeks prior to their anticipated start date. The notification must be supported by the sponsoring supervisor. An extension of the award end date may be considered for an amount of time equal to or less than the duration of the approved leave. At no point will the CVRI provide more than twelve months of funding to the awardee.

XII. Reporting

Awardees are required to present their research progress at the annual CVRI Research Day.

The awardee and their supervisor must satisfy final reporting requirements within one month of the termination or completion of the CVRI - Cote Biomedical Research Studentship.

XIII. Communication and acknowledgements

All presentations and publications, including public messages, arising from research supported by CVRI grants and/or awards must acknowledge the support of the CVRI and Kenneth and Reta Cote and Joyce Cote Biomedical Research Endowment. Specific funding acknowledgements required are provided in the notice of award. How to acknowledge the CVRI can also be found on the [CVRI website](#).

XIV. Award Termination

The CVRI reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress.

The awardee and/or supervisor must immediately notify the CVRI of any changes of training status that may affect the recipient's eligibility to hold the award. This includes termination of enrolment, completion of degree requirements or leaves of absence.

XV. Contact information

Any questions regarding the CVRI - Cote Biomedical Research Studentships should be directed to the CVRI at cvri@ualberta.ca.